




UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

APR 30 2013

MEMORANDUM

OFFICE OF  
SOLID WASTE AND  
EMERGENCY RESPONSE

SUBJECT: Area Contingency Planning Handbook

FROM: Dana S. Tulis, Deputy Director  
Office of Emergency Management 

TO: Superfund Division Directors, Regions 1-10

The Oil Program Managers' Strategy for the Oil Program identified Area Planning as one of its priorities. The attached Area Contingency Planning guidance provides the national guidance for the program's environmental emergencies. This guidance or Handbook, as it is being referred to, has been finalized. It focuses on the statutory requirements, supports the development of consistency between area plans and benefits all aspects of the oil program. In addition, it will be updated periodically with regard to the use of information technology and technical resources, as these areas are always evolving.

While it is primarily intended for use by EPA emergency response program personnel, area contingency planning is necessarily an inter-agency process, and the use of this Handbook to inform other agencies of EPA's planning process is encouraged. Because area plans are focused on specific geographic domains, with many physical and jurisdictional variables, there can be no "one size fits all" plan format, but maintaining a national consistency in the basic content is important, particularly considering the statutory and regulatory requirements by which EPA and other agencies are bound.

This Handbook was developed by EPA's Area Planning Workgroup and incorporates the accumulated knowledge of years of contingency planning experience. Although ACPs are specifically mandated by the Oil Pollution Act of 1990, EPA's responsibilities under other laws, including the Comprehensive Emergency Response, Compensation, and Liability Act, make an all-hazards approach to contingency planning desirable. The processes of planning for responses to all types of environmental emergencies (e.g., oil spills, hazardous materials releases, natural disasters) share common elements that have been demonstrably successful in major responses.

Some other objectives of the Handbook include the following:

- Develop consensus-based standards for ACP content;
- Identify methods for improving integration between ACPs and the National Response Framework, Regional Contingency Plans and state and local plans; state, tribal governments and local agencies, non-governmental organizations and the private sector;

- Identify and promote the use of best practices for interagency planning activities – particularly with regard to use of information technology, plan formats and content and interagency coordination;
- Address EPA's Homeland Security activities related to emergency preparedness and response (all hazards approach to planning).

If you have any questions regarding the Handbook or its use, please consult your region's Area Planning Work Group member (see attached) or Beatriz Oliveira, in the Office of Emergency Management. Beatriz can be reached at (202) 564-2080 or at [oliveira.beatriz@epa.gov](mailto:oliveira.beatriz@epa.gov).

Attachments: ACP Handbook  
EPA Regional ACP Workgroup Members

cc: Superfund Removal Managers  
Special Team Managers  
OEM Managers  
Regional ACP Workgroup Members  
Lee Tyner  
James Bove

## **EPA Inland ACP Workgroup Members**

Region 1: James Carew

Region 2: Steve Touw

Region 3: Richard Fetzner; Stephen Jarvela

Region 4: Art Smith

Region 5: Ann Whelan; Sheila Calovich; Barbi Lee

Region 6: Gary Moore

Region 7: Janice Kroone

Region 8: Bernadette Rose; Kathie Atencio

Region 9: Bill Robberson

Region 10: Josie Clark

Region 10 Alaska: Nicholas Knowles

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